



**ALL SAINTS' CATHOLIC SCHOOL - Mansfield**  
*A Specialist Performing Arts College*

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**Job Description**  
**Sixth Form Administrator**  
**Grade 3 – Point 6 - 9**  
**17 hours per week, term-time only**

**JOB PURPOSE**

The postholder will be responsible for the smooth running of the Sixth Form office. This involves the postholder working on their own for a considerable amount of time, being self-motivated and managing their own time. Flexibility is key to this role as there may be times when the postholder will be asked to work outside the prescriptive hours, time off in lieu would be given for this.

**MAIN DUTIES AND RESPONSIBILITIES**

- to provide full and comprehensive secretarial support to the Head of Sixth Form ensuring that confidentiality is kept at all times
- to maintain records manually, electronically and on the SIMS system - issuing data checking documents and updating information annually or as required, e.g., change of details, conduct log, achievements, leavers etc
- to accurately update the SIMS database with the details of new Sixth Form students, liaising with students as required
- to assist with the organisation and coordination of specified and occasional Sixth Form school activities and events as directed by the Head of Sixth Form so that efficient arrangements and procedures are in place
- to maintain Sixth Form student attendance records so that information is accurate and readily available, providing weekly updates on all aspects of attendance
- to analyse attendance records and liaise with appropriate staff so that anomalies are spotted and potential problems can be investigated and resolved
- to contact students who are absent or their parents
- to liaise with the data manager regarding the input new timetable information into SIMS and check learning aims accuracy, liaise with Exams Officer and Heads of Department for updated information
- to undertake annual Young People's Learning Agency (YIPA) checking exercise with the Data Manager
- to liaise with Head of Sixth Form and Bursar regarding the management of the 16-19 Bursary Scheme
- to assist Head of Sixth Form and Key Stage 5 Learning Mentor in maintaining diaries, arranging and servicing meetings by co-ordinating agenda items and minutes
- to compile a variety of documents necessary for the running of the Sixth Form
- to liaise with Website Co-ordinator to ensure Sixth Form information is kept up-to-date

- to assist staff and students with the preparation for UCAS applications, including prospectus availability and applications in liaison with the Key Stage 5 Learning Mentor
- to be the first point of contact with Sixth Form students for any query, including student timetables, detention lists and letters
- to maintain a lunchtime presence in the Sixth Form areas
- to monitor the sixth form study areas during the school day to ensure that they are being used appropriately
- to prepare outgoing mail and deliver to school's accounts office for posting
- to distribute cover work for Sixth Form students, set by absent teacher, in the Sixth Form area
- to be responsible for Y11 student files - those moving into sixth form or storage for students who have left in Years 11/12/13
- to support administrative colleagues as time permits
- to carry out any other reasonable duties as may be required within the Sixth Form and throughout the whole school at other times
- to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School's Safeguarding Policy.

## **OTHER**

All staff in the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a similar responsibility level, in pursuance of raising pupil achievement and effective team working.

The post-holder is required to contribute and support the overall aims and ethos of the School and will be attached to the Sixth Form as an Assistant Tutor.

All staff are required to participate in training and other learning activities, and in performance management.

All staff are expected to adhere to the School's policies and practices.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*